

**CITY OF TIGARD  
PLANNING COMMISSION  
Meeting Minutes  
June 5, 2006**

**1. CALL TO ORDER**

President Inman called the meeting to order at 7:02 p.m. The meeting was held in the Tigard Civic Center, Town Hall, at 13125 SW Hall Blvd.

**2. ROLL CALL**

Commissioners Present: President Inman; Commissioners Brown, Buehner, Caffall, Duling, Meads, and Munro. Also present was Jeremy Vermilyea, Commission alternate.

Commissioners Absent: Commissioners Harbison and Walsh

Staff Present: Dick Bewersdorff, Planning Manager; Barbara Shields, Long Range Planning Manager; Sean Farrelly, Associate Planner; Jerree Lewis, Planning Commission Secretary

**3. PLANNING COMMISSION COMMUNICATIONS AND COMMITTEE REPORTS**

Commissioner Caffall reported that the Transportation Financing Task Force has been discussing the Hwy. 99W corridor improvements. When the improvements are under construction, they will try to eliminate some of the entry and exit ways along 99W to help improve traffic flow. The system development program is moving quickly. The grant for the Hwy. 99W improvements is scheduled to be complete by June 1<sup>st</sup>, however it most likely will be delayed. The Task Force also discussed Greenburg Road and the proposal to realign Center Street. The Burnham Street projects are all funded and ready to go. The Task Force will approach Council for a 3¢ gas tax to help fund some of the improvements.

Commissioner Buehner advised that the City received notice 8 months ago that the federal grant was approved. ODOT is just now developing the work program. Evidently, this is the first time ODOT has done one of these grants and they have to create a process. The Transportation Financing Task Force has also been discussing the possibility of implementing a City Traffic Impact Fee.

Commissioner Duling reported that members of the Committee for Citizen Involvement recently attended neighborhood workshops. Commissioner Duling attended the one at Tigard High School. She said the meeting was informative.

Commissioner Buehner advised that there have been some changes with the City Center Advisory Commission. There have been issues with respect to leadership and micromanaging. The Commission went to mediation last fall to resolve issues with the boundaries for the Downtown area. Last week, the Commission called for a vote of no confidence in the leadership. The Commission voted to replace the Chair and then elected Carl Switzer as the new Chair. Commissioner Buehner believes there have been some resignations of Commission members since then, however those that have stayed are very excited about continuing their work. The Commission will hold 2 meetings within the next 2 weeks and report to Council on June 20<sup>th</sup>.

Commissioner Munro advised that CCAC members had requested the resignation occur outside of the Commission. She regrets that members have resigned – they contributed a great deal of time and effort and were a resource that nobody wanted to lose.

Commissioner Meads noted that the Park and Recreation Advisory Board has not met.

#### **4. APPROVE MEETING MINUTES**

It was moved and seconded to approve the May 15, 2006 meeting minutes as submitted. The motion passed by a vote of 6-0. Commissioner Duling abstained.

#### **5. PUBLIC HEARING**

##### **5.1 DEVELOPMENT CODE AMENDMENT (DCA) 2006-00001 ENTRYWAY SIGNS CODE AMENDMENT**

**REQUEST:** The applicant is requesting approval of a Development Code Amendment to amend the Sign Code Chapter (18.780) of the Tigard Community Development Code. The proposed amendment would amend Section 18.780.015 (Definitions) to add a definition of “Entryway Signs”, and Section 18.780.090 (Special Condition Signs) to allow Entryway Signs in all zoning districts. **LOCATION:** City-wide. **ZONE:** All zoning districts. **APPLICABLE REVIEW CRITERIA:** Community Development Code Chapters 18.380.020, 18.390.060, 18.780.015 and 18.780.090; Comprehensive Plan Policies 1 and 2; and Statewide Planning Goal 1 and 2.

#### **STAFF REPORT**

Associate Planner Sean Farrelly presented the proposal on behalf of the City. He advised that installing entryway signs is a part of the City’s effort to enhance its sense of identity. Currently, there are no provisions in the Development Code allowing this type of sign. This proposal will amend the sign chapter of the Development Code to add a definition of an entryway sign. It will also add a Special Condition Signs section, permitting entryway signs in all districts.

Farrelly advised that the proposal is consistent with the stated purpose of the sign chapter. There will be a limited number of these signs and they are unlikely to distract motorists or create sign clutter. The signs will be erected by the City along public roads at entry points into the City to promote the City's image and sense of identity. He said staff recommends the Planning Commission approve the proposal and make a final recommendation to Council.

Staff provided the following answers in response to questions and comments from Commissioner Meads:

- The City is not proposing to replace existing entryway signs. These will be additional signs. The entryway signs will be more like a monument style.
- At this point, it's unknown how many signs will be installed. They will be installed along roads at prominent entry points into the City.
- Staff has not seen any plans yet for the signs. At this point, it is unknown how large the signs will be or what the graphics will look like. The signs will most likely have the City logo, with the words, "Now Entering the City of Tigard".
- It is unknown what the exact cost will be. The signs will be paid from the Public Works budget. If there isn't funding for the signs, they won't be installed. Cost is not an issue with regard to changing the code.

Commissioner Meads noted that all signs are a distraction – the point of having a sign is to draw people's attention to it. She also believes that installing more signs is adding to the proliferation of signs. Staff responded that the plan is to just have them at prominent points in the City – it may just be a handful of signs. This is a part of the branding process for the City.

Commissioner Caffall asked if this proposal wasn't premature. We don't know the size, location, what the signs will look like, or how they will be paid for. He would prefer if staff came with more information – perhaps even a prototype. How can he justify voting for something that he hasn't seen? Staff responded that the City just does not know the answers at this point, but the Public Works Department will come up with a design that's acceptable to City Council.

Commissioner Duling asked about standards for the signs – will they be alike or similar? This is unknown at this point.

Commissioner Buehner advised that she has attended Council meetings when this issue has come up. Council has general idea about the size of the sign and what it would say. She thinks Council plans to install signs at 5-6 locations. Council is still finalizing their plans.

President Inman asked if the signs would be more of an entryway monument vs. a regular sign. Staff answered yes. It would require agreements from property owners to put them on

private property. President Inman asked if there would be any review process involved. Staff said it would be a straight permit process.

Commissioner Munro noted that the Planning Commission acts as an advisory board to Council. The brand name was adopted by Council. She supports trusting the City and agrees that the Council will make sure funding is available. She stated that the role of the Commission is to look at this in the context of making an amendment to the Code, not to comment on the signs or the budget.

## **PUBLIC TESTIMONY**

None

## **PUBLIC HEARING CLOSED**

Commissioner Buehner moved that the Planning Commission make a recommendation to Council to approve the amendment of the Development Code, DCA 2006-00001, to amend the sign code to allow for entryway signs, as presented in the staff report. Commissioner Munro seconded the motion. The motion passed by a vote of 5-1. Commissioner Meads voted no and Commissioner Caffall abstained.

## **5.2 DEVELOPMENT CODE AMENDMENT (DCA) 2006-00002 CULTURAL INSTITUTIONS CODE AMENDMENT**

**REQUEST:** The applicant is requesting approval of a Development Code Amendment to amend the Use Classifications Chapter (18.130) and the Sign Code Chapter (18.780) of the Tigard Community Development Code. The proposed amendment would amend the uses allowed under Civic Use Types (Section 18.130.020.B.4) to allow incidental and subordinate commercial uses (such as a gift shop, bookstore, and limited food and beverage services). In addition, a new category "Cultural Institution Auxiliary Signs" would be created in the Special Condition Signs (Section 18.780.090). **LOCATION:** Within Cultural Institutions. **ZONE:** All zones where Cultural Institutions are an allowed use. **APPLICABLE REVIEW CRITERIA:** Community Development Code Chapters 18.130.020, 18.380.020, 18.390.060, 18.780.015 and 18.780.090; Comprehensive Plan Policies 1 and 2; and Statewide Planning Goal 1 and 2.

## **STAFF REPORT**

Associate Planner Sean Farrelly presented the proposal on behalf of the City. He advised that the new public library was designed with lobby space for a café to allow limited food and beverage service, mainly for library patrons and people attending events in the meeting room. The library is a cultural institution, which is allowed conditionally in the R-12 zone. Eating and drinking establishments are not permitted in this zone. This proposed

amendment would clarify the standing of the library's café and any similar future situations by adding subordinate and incidental commercial uses to the definition of cultural institutions. The proposal would also call for a new sign category in the Special Condition Signs section of the Development Code. The new category would be called Cultural Institution Auxiliary Signs and would allow the subordinating use to identify itself while restricting the size and placement of the sign.

Farrelly reported that accessory uses in cultural institutions are fairly common in other localities. Amending the definition of cultural institutions to allow these incidental and subordinate commercial uses would be beneficial to the institutions and the community. Externalities, such as traffic, are unlikely to be much of an issue because the incidental uses will serve mainly the patrons of the institutions.

Signs for the auxiliary use will be unobtrusive – the proposal has a limit of one sign per use, with an area of 4 square feet per face. No new freestanding sign will be allowed. The sign would have to be placed on an existing freestanding sign or on a wall if it is consistent in structure and materials.

Staff finds that the amendment meets applicable review criteria and recommends the Planning Commission approve the proposal and make a final recommendation to City Council.

Commissioner Duling asked if there was any liability to the City for food and beverage service. Farrelly noted that there would be a detailed contract involved with the vendor. Jeremy Vermilyea advised that presumably, there are indemnity and insurance requirements in the contract documents that would protect the City.

Commissioner Buehner asked if this type of use would be allowed in other City-owned buildings. Dick Bewersdorff advised that there was a coffee stand at City Hall previously, but City Hall is in commercial zone. The proposed amendment applies to both commercial and residential zones.

Commissioner Meads asked why this matter has suddenly come up. Staff answered that the City has had problems keeping vendors at the library and they think that a sign will help.

Commissioner Meads asked about the revenue. Staff responded that the City receives a base rent and a percentage of the profits. It was noted that the café is more of a service to patrons than a money-maker for the City.

Staff reported that no other libraries in Washington County have a café, but the new library planned for Hillsboro will have one.

Commissioner Caffall said no one wants to see a “McDonald’s” sign hanging under the library sign. Staff said the signs would be strictly limited to 4 square feet per sign face. If it’s going to be on the wall, it has to be of matching materials and structure.

Commissioner Munro advised that TriMet has a number of areas where they would like to have concessionaires. She said that having a sign is a common strategy and is needed in order to be competitive.

President Inman asked if there were any other places in the City where this would apply and wondered if the City should be limiting this type of use. Staff answered that it would have to be a use that was definitely secondary to the main use as a cultural institution. At this time, this is the only facility involved. Also, cultural institutions are a conditional use in residential zones, so they would have to go through the conditional use process.

## **PUBLIC TESTIMONY**

None

## **PUBLIC HEARING CLOSED**

Commissioner Munro moved to recommend to Council the amendment to the Development Code, DCA 2006-00002, to amend the Use Classification Chapter 18.130 and the Sign Code Chapter 18.780 of the Tigard Community Development Code, as per the staff report and discussions. Commissioner Caffall seconded the motion. The motion passed unanimously.

## **6. LONG RANGE PLANNING WORK PROGRAM**

Long Range Planning Manager Barbara Shields discussed the Long Range Planning program and the presentations planned for the Planning Commission for the rest of the year (Exhibit A). She noted that the presentations can be divided into three major groups:

- Council goals: Comprehensive Plan Update and Downtown.
- Other programs, such as affordable housing, transportation, funding, environmental issues, parks and trails planning.
- Overall/global context for city planning: what impacts urbanization in America and how Tigard relates to the rest of the universe (demographics/immigration, new urban ideas, economic changes, social changes, sustainability, information; Think Globally/Plan Locally.

The presenters will be City planners and invited guests. Commissioner Buehner suggested inviting other boards and committees to attend the presentations. Commissioner Munro suggested inviting someone from the TriMet Planning Department to speak. Shields thinks this is a brilliant idea.

Commissioner Buehner asked about the timeline for the Commuter Rail Station. Commissioner Munro believes the final funding for the project is set for September or October. Shields advised that the Planning Commission will be looking at specific design standards as part of the Downtown Involvement Program.

Shields gave the Commissioners an assignment: between now and August, take 5-10 pictures that identify what they believe Tigard's sense of place is. Include a short description with each picture.

Commissioner Buehner suggested Tigard look at allowing taller buildings (3 or 4 stories) to make more efficient use of space, especially in the Downtown and other commercial areas.

## 7. OTHER BUSINESS

Commissioner Meads asked about being able to hold discussions in the conference room rather than in the public setting, much like a jury would do during a trial. Commissioner Buehner advised that the public meeting law prevents holding discussions in private. Commissioner Meads would like to see more interactive discussion amongst the Commissioners during hearings. President Inman agreed that discussions should have a lot more interaction.

Commissioner Duling expressed dismay at the approval of the Arlington Heights subdivision on Bull Mountain. This project has no parks, no open space, no Bull Mountain Community Plan; there are also tree removal, steep slopes, erosion, and traffic issues. She wonders how this happened. Staff responded that straight subdivisions do not have to go through the Planning Commission. Commissioner Buehner advised that the PD Review Committee would like to incorporate a lot of the Planned Development code changes into the Subdivision code. Commissioner Duling considers this the "rape of Bull Mountain".

## 8. ADJOURNMENT

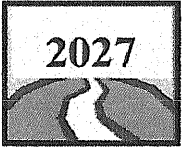



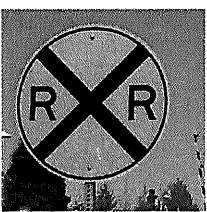


The meeting adjourned at 8:23 p.m.

  
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Jerree Lewis, Planning Commission Secretary

  
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ATTEST: President Jodie Inman


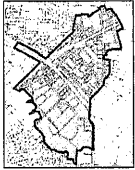




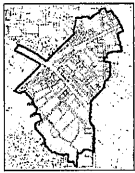
# Long Range Planning Program Planning Commission Presentations 2006

Ex. A

DATE	PRESENTATION/ TITLE AND SCOPE		PRESENTER
<b>JUNE 19</b>			
		Comprehensive Plan Update: 1. Public Involvement Program/Update 2. Environmental Quality/Overview	Beth Darren
<b>JULY 17</b>			
		Comprehensive Plan Update: 1. Community Attitudes Survey results 2. Issues and Values Summary Report 3. Natural Hazards (overview)	Beth
		Downtown: Downtown Development Code: Program Overview: Scope, Timeline, Planning Commission Role	Sean
		2006 Tigard Almanac; Tigard Street Map	Darren
		Metropolitan Transportation Improvement Program (MTIP) Criteria, Selection Process, Tigard Priorities	Duane
		Natural Resources Program Statewide Planning Goal 5: Riparian and Fish and Wildlife Habitat Resources	Denver
<b>AUGUST 7</b>			
		Think Globally/Plan Locally Discussion Series: 1. American Urban Design and Architectural Movements in 20 <sup>th</sup> and 21 <sup>st</sup> : impacts on Tigard	Alejandro/ Barbara


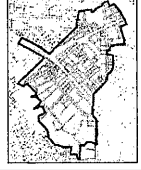

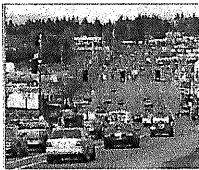
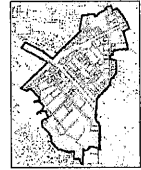




# Long Range Planning Program Planning Commission Presentations 2006

		Tigard Affordable Housing Program	Duane
		Downtown 1. Overview of Downtown Streetscape Plan 2. "Green Street" concept	Denver
<b>AUGUST 21</b>			
		Think Globally/Plan Locally Discussion Series: Sustainable City Design Principles; impacts on Tigard	Barbara
		Comprehensive Plan Update: 1. Natural Resources Overview; 2. Environmental Quality Report	Beth Denver Darren
		Tigard Green Trails/Overview	Duane
<b>SEPTEMBER 18</b>			
		Comprehensive Plan Update: 1. Housing/Overview 2. Economy/Overview	Beth Sean
		Downtown: Downtown Development Code/Review CCAC recommendations on zoning regulations	Sean
<b>OCTOBER 2</b>			


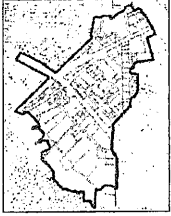

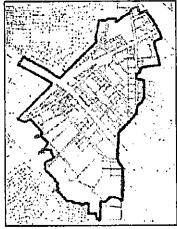


# Long Range Planning Program

## Planning Commission Presentations 2006

		Think Globally/Plan Locally Discussion Series: Information City; Impacts on Public Spaces	Barbara
		Downtown: Downtown Development Code/Review CCAC recommendations on design guidelines	Sean
<b>OCTOBER 16</b>			
		Comprehensive Plan: 1. Natural Resources Report 2. Public Facilities Overview	Beth Darren
		99W Corridor Study 1. Scope of Work 2. Timeline	Gus/Duane
<b>NOVEMBER 6</b>			
		Downtown Development Code/Review CCAC recommendations: urban creek concept.	Sean
		Parks and Open Space in Tigard	Duane
<b>NOVEMBER 20</b>			
		Think Globally/Plan Locally Discussion Series: 1. Livability 101: What makes a community livable? 2. "Sense of place"	Darren/ Barbara

# Long Range Planning Program

## Planning Commission Presentations 2006

		Comprehensive Plan Update <ol style="list-style-type: none"> <li>1. Transportation: Overview</li> <li>2. Housing and Economy Final Report</li> </ol>	Beth Darren Sean
		Downtown Development Code/Review Focus Group results	Sean
<b>DECEMBER 4</b>			
		Think Globally/Plan Locally Discussion Series: <ol style="list-style-type: none"> <li>1. Neighborhood Planning</li> <li>2. "Sense of Place"</li> </ol>	Barbara
		Downtown Development Code/Status Report	Sean
<b>DECEMBER 18</b>			
		Think Globally/Plan Locally Discussion Series: <ol style="list-style-type: none"> <li>1. "Eye of Tigard" conclusion.</li> </ol>	Darren/ Barbara
		Comprehensive Plan Update <ol style="list-style-type: none"> <li>1. Transportation Report</li> <li>2. Growth and Development Patterns: Preliminary Discussion</li> </ol>	Beth Duane/Gus